

# THANK YOU LETTER TEMPLATE

To acknowledge a job well done, don't forget to thank those most important in making your event a success. Showing appreciation isn't just the polite thing to do – it can also make it easier for you to get supporters for your next event.

Use the text below and e-mail or mail a letter to personally thank your key supporters, sponsors and fellow team members for their valued contribution to your event.



Dear Friends,

Thank you for supporting my fundraising event, **EVENT NAME**, held on **EVENT DATE** at **EVENT LOCATION**.

The money that was raised will be donated to Plan International Canada to support sustainable solutions that create lasting change for children, families and communities in developing countries. Specifically, the money will go to **DESCRIPTION OF GIFT**.

Plan relies on communities like ours to help children around the world escape the cycle of poverty and claim their right to shape their own future. Thanks to your support, we can, and will, build a stronger global community, one in which every child, especially girls, has a chance to thrive.

Once again, thank you for supporting Plan International Canada by participating in my event. We are unleashing the power of children, one step at a time!

Sincerely,  
**YOUR NAME**